



CYNTHIA A. HARDING, M.P.H.
Interim Director

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February 29, 2016

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.
Interim Director

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE MASTER AGREEMENT WORK ORDER NUMBER PH-001415 W8 WITH PARTNERS IN DIVERSITY, INC. FOR THE PROVISION OF TEMPORARY PERSONNEL SERVICES**

This is to notify you that I am exercising the delegated authority approved by your Board on October 19, 2010, to execute Master Agreement Work Orders (MAWO) for the provision of temporary personnel services in amounts that do not exceed \$399,999 annually, subject to review and approval by County Counsel, and notification to your Board.

Under this authority, I will execute MAWO Number PH-001415 W8 with Partners In Diversity, Inc. (PID), in the amount of \$123,861, effective March 1, 2016 through February 28, 2017; 100 percent offset by net County cost. PID requested and met the criteria to qualify as a Local Small Business Enterprise bidder and was granted the preference in the evaluation of cost. PID would have been the lowest cost bidder though even without the application of the preference.

This MAWO will provide one (1) temporary personnel Grant Writer who will be responsible for researching and analyzing new grant opportunities and making recommendations regarding feasibility. The Grant Writer will oversee and coordinate the planning, design, and development of programs, as well as the preparation of grant and program applications. Activities include writing, budgeting, and contract management in collaboration with appropriate public health staff and partner agencies.

County Counsel has reviewed and approved the MAWO as to use and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH:lr
DA#03499

c: Chief Executive Officer
County Counsel
Acting Executive Officer, Board of Supervisors